Contra Costa County

To: **Board of Supervisors**

From: David Twa, County Administrator

Date: February 12, 2019

Subject: Retitle, Reallocate, and Establish Various Classifications in the Veterans Service Department

RECOMMENDATION(S):

ADOPT Position Adjustment Resolution No. 22403 to, Retitle the classification of Veterans Service Branch Office Manager (96TA) (represented) to Veterans Service Manager (96TA) (represented); Reallocate on the salary schedule from salary plan and grade ZA5 1516 (5,509-\$6,697) to salary plan and grade ZA5 1003 (\$6,177-\$7,508); Establish the classification of Veterans Service Representative II (96VA) (represented) at salary plan and grade ZB5 1002 (\$5,236 - \$6,364); and Retitle Veterans Service Representative (96WA) (represented) to Veterans Service Representative I (96WA) in the Veterans Service Office.

FISCAL IMPACT:

The annual cost increase of retitling the Veterans Service Branch Manager to the new classification of Veterans Service Manager is \$9,097, with a pension cost increase of \$2,547. The annual cost increase for adding a Veterans Service Representative (VSR) II classification is estimated at \$32,480. Pension costs will increase by \$2,599 for each VSR I that becomes a VSR II. These personnel cost increases will be funded by County General Fund.

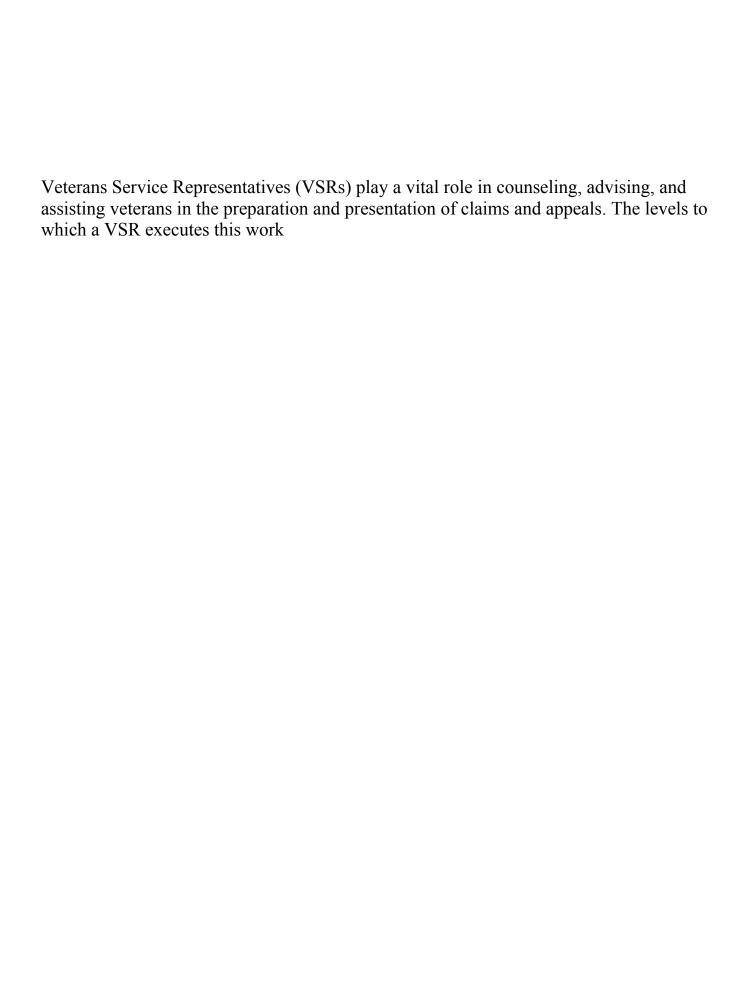
BACKGROUND:

| ✓ APPROVE | OTHER |
|---|--|
| ▼ RECOMMENDATION OF CN ADMINISTRATOR | RECOMMENDATION OF BOARD COMMITTEE |
| Action of Board On: 02/12/2019 APPROVED AS RECOMMENDED OTHER | |
| Clerks Notes: | |
| VOTE OF SUPERVISORS | |
| AYE: John Gioia, District I Supervisor Candace Andersen, District II Supervisor Diane Burgis, District III Supervisor Karen Mitchoff, District IV Supervisor Federal D. Glover, District V Supervisor | I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown. ATTESTED: February 12, 2019 David Twa, County Administrator and Clerk of the Board of Supervisors |
| | By: Jami Napier, Deputy |

cc: Sylvia Wang

(925) 313-1481

Contact: Nathan Johnson,



BACKGROUND: (CONT'D)

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varies. By establishing the Veterans Service Representative II class level and by retitling the existing Veterans Service Representative class to a "I" level, we are establishing and developing a flexibly-staffed career path and progression within the series. VSR IIs will have a higher level of authority, such as having access to VA systems and operating independently at the veterans' outstations.

The current title of Veterans Service Branch Office Manager does not reflect the true nature of the classification. For one, there are three branch offices under the class management responsibilities, so the title often confuses veterans about the Veterans Office's organizational structure. The retitling of the Veterans Service Branch Office Manager to Veterans Service Manager and the revision of the management/supervisory responsibilities accurately reflect the organizational structure and current duties and responsibilities.

CONSEQUENCE OF NEGATIVE ACTION:

By not approving these classification changes, employees in Veteran Services will not have titles and job duties that accurately reflect the high level of work needed and being performed. Retention can become an issue and the Department will not operate at maximum effectiveness, within fiscal means.

ATTACHMENTS

P300 No. 22403

P300 No. 22403 - Attachment HR Dept. Recommendations